STARS RMAM User Guide for Managing STARS

November 8, 2019

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Overview

This presentation will provide an overview of a few of the functions you, a Registration Maintenance Account Manager (RMAM), can carry out in CDX as an administrator of the STARS application. This guide will show you how to:

- Access the RMAM page
- Give an existing CDX user access to the EPA reviewer roles
- Create a CDX account with an EPA reviewer role for a new user
- Approve a Primary Applicant's request to access STARS
- Request that an existing CDX user receives RMAM privileges

The EPA reviewer roles allows a user to:

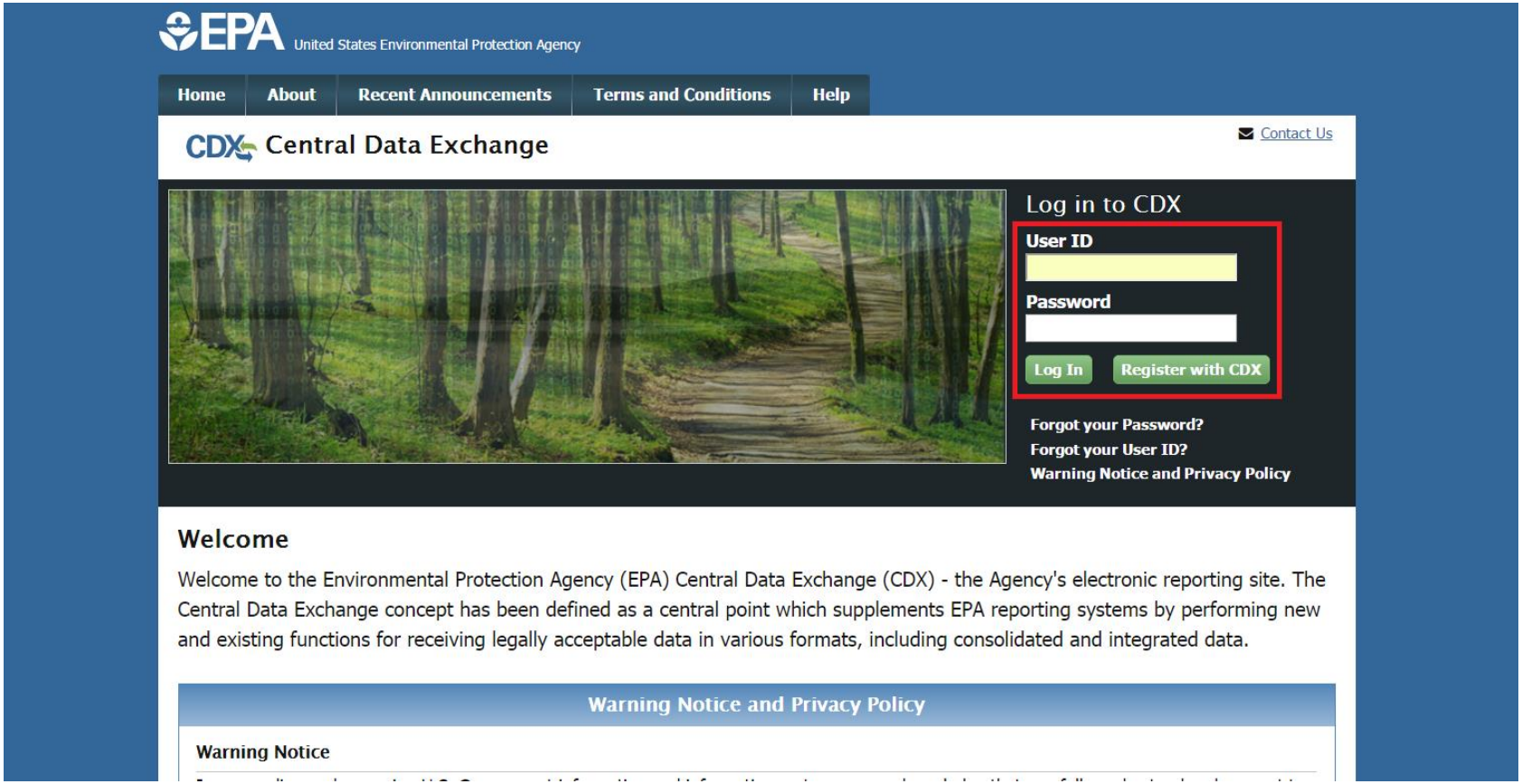
- View Submitted Tire Applications
- Download .csv export of submitted application data

Access the RMAM page

RMAM

Page: CDX Home with Log In

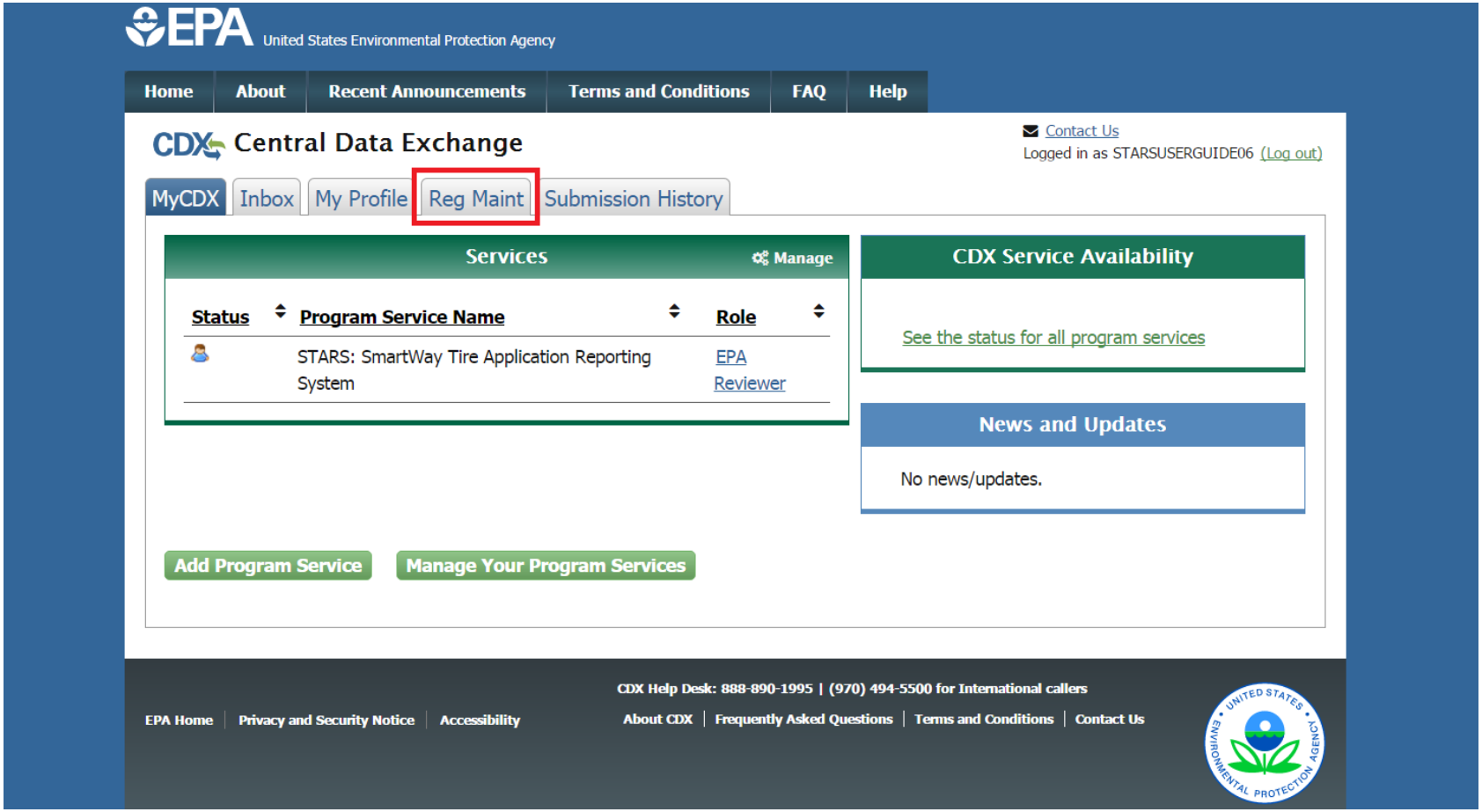
To begin, access the CDX homepage (https://cdx.epa.gov/) and log in with your User ID and password.



RMAM

Page: MyCDX with Reg Maint Tab

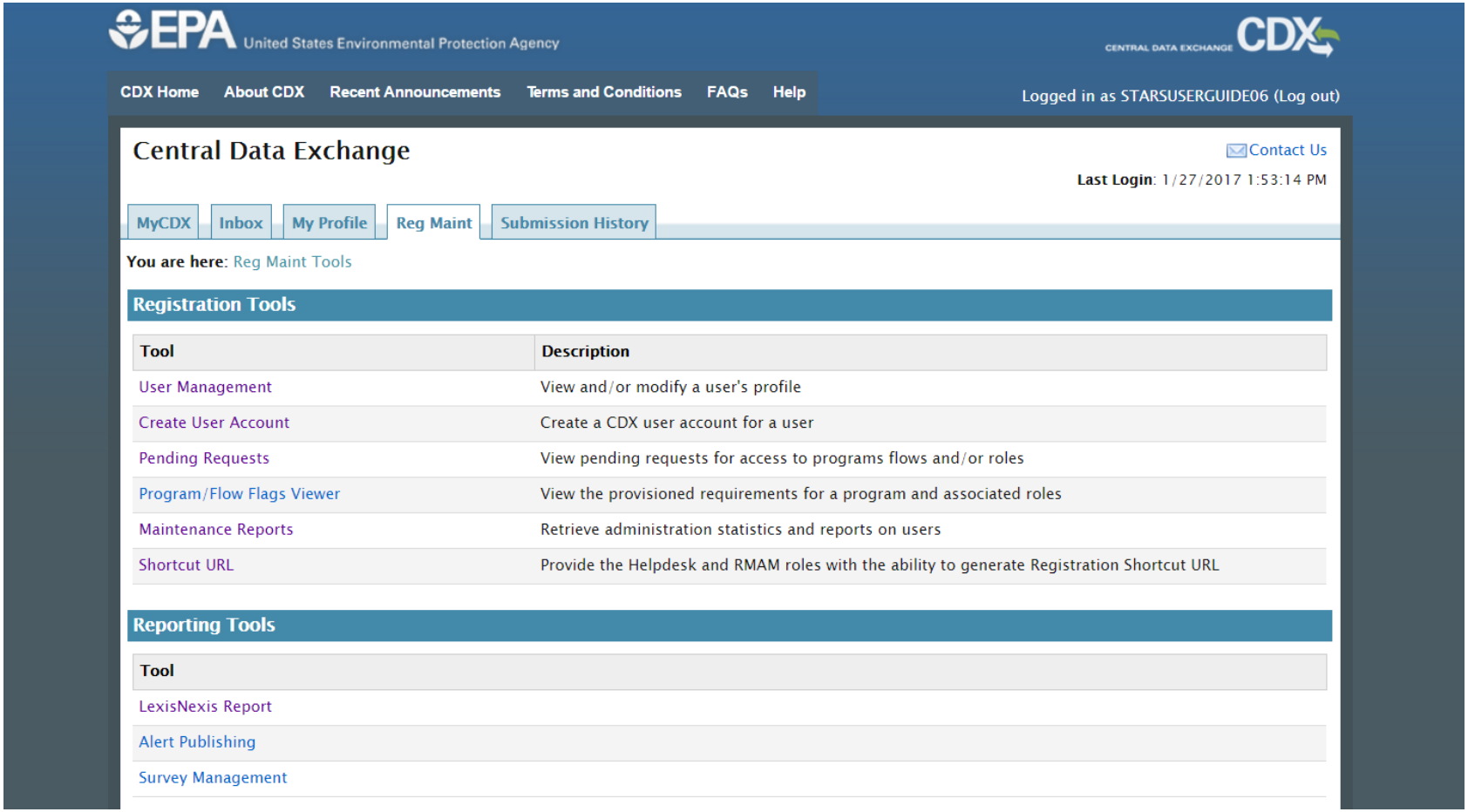
After logging in, select the **Reg Maint** tab.



RMAM

Page: Reg Maint Tab

From the **Reg Maint** tab, you will have access to multiple Registration Maintenance tools.

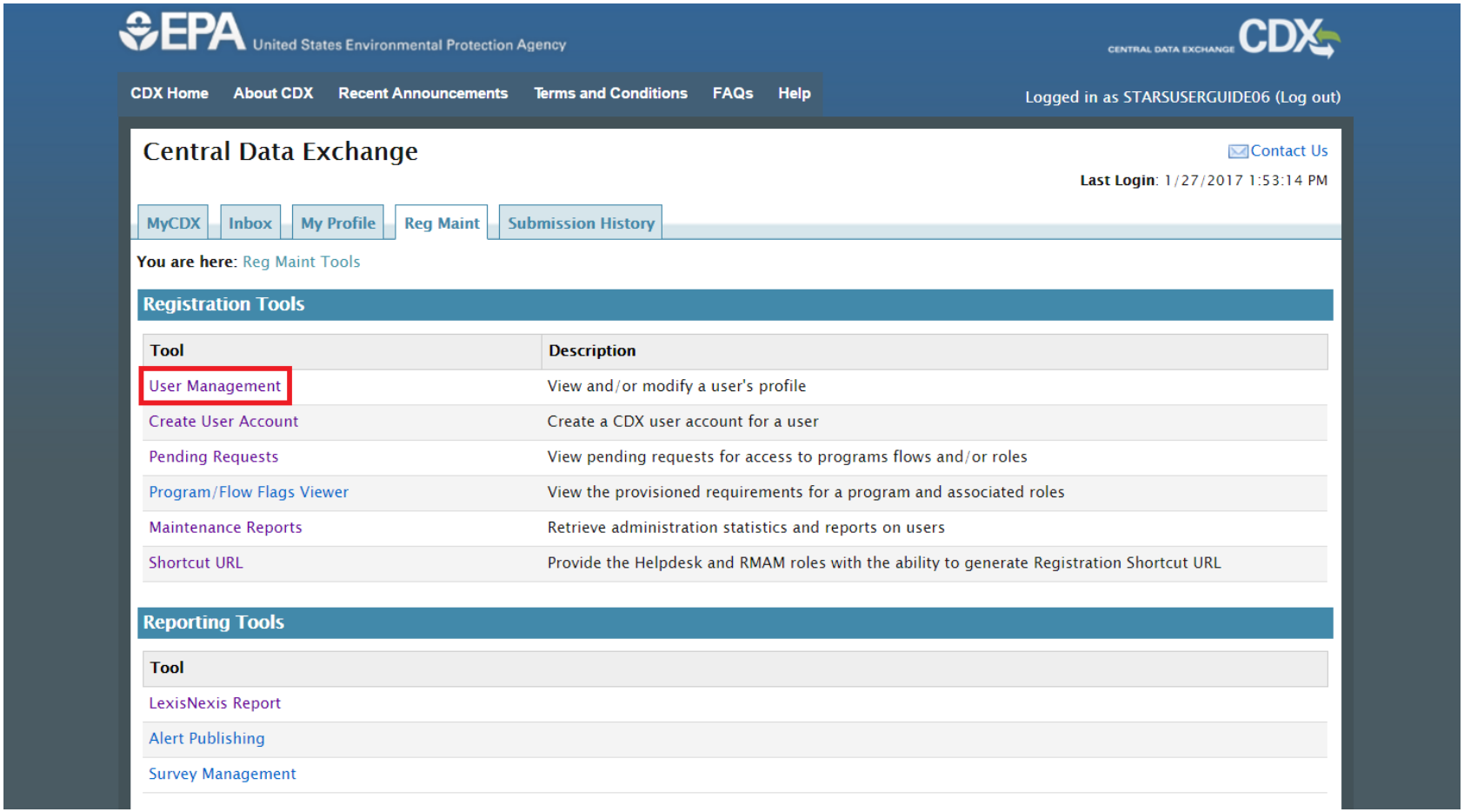


Give an existing CDX user access to the EPA reviewer roles

RMAM

Page: Reg Maint with User Management Link

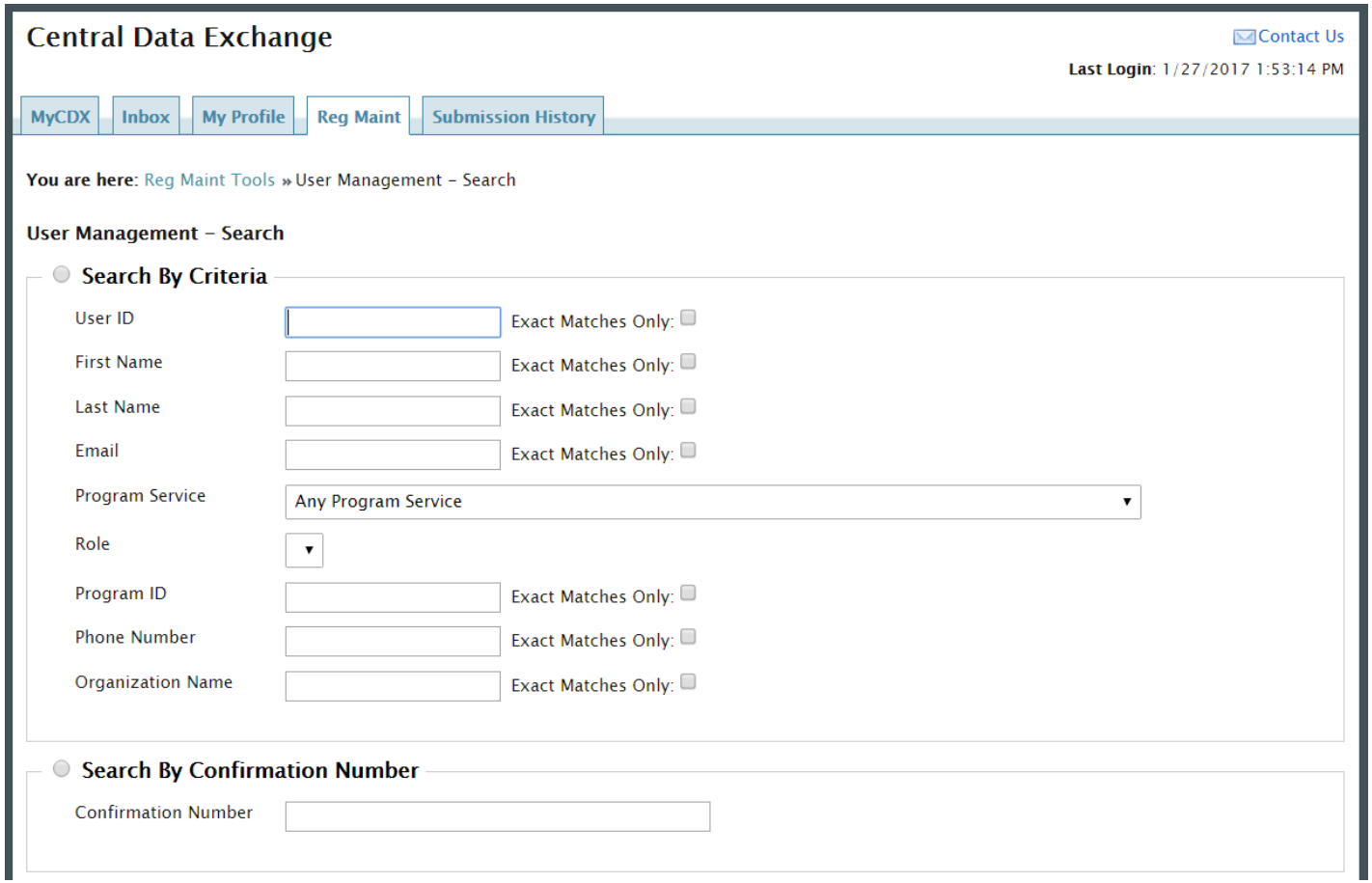
To edit an existing user's account, from the **Reg Maint** tab, select **User Management**.



RMAM

Page: User Management - Search

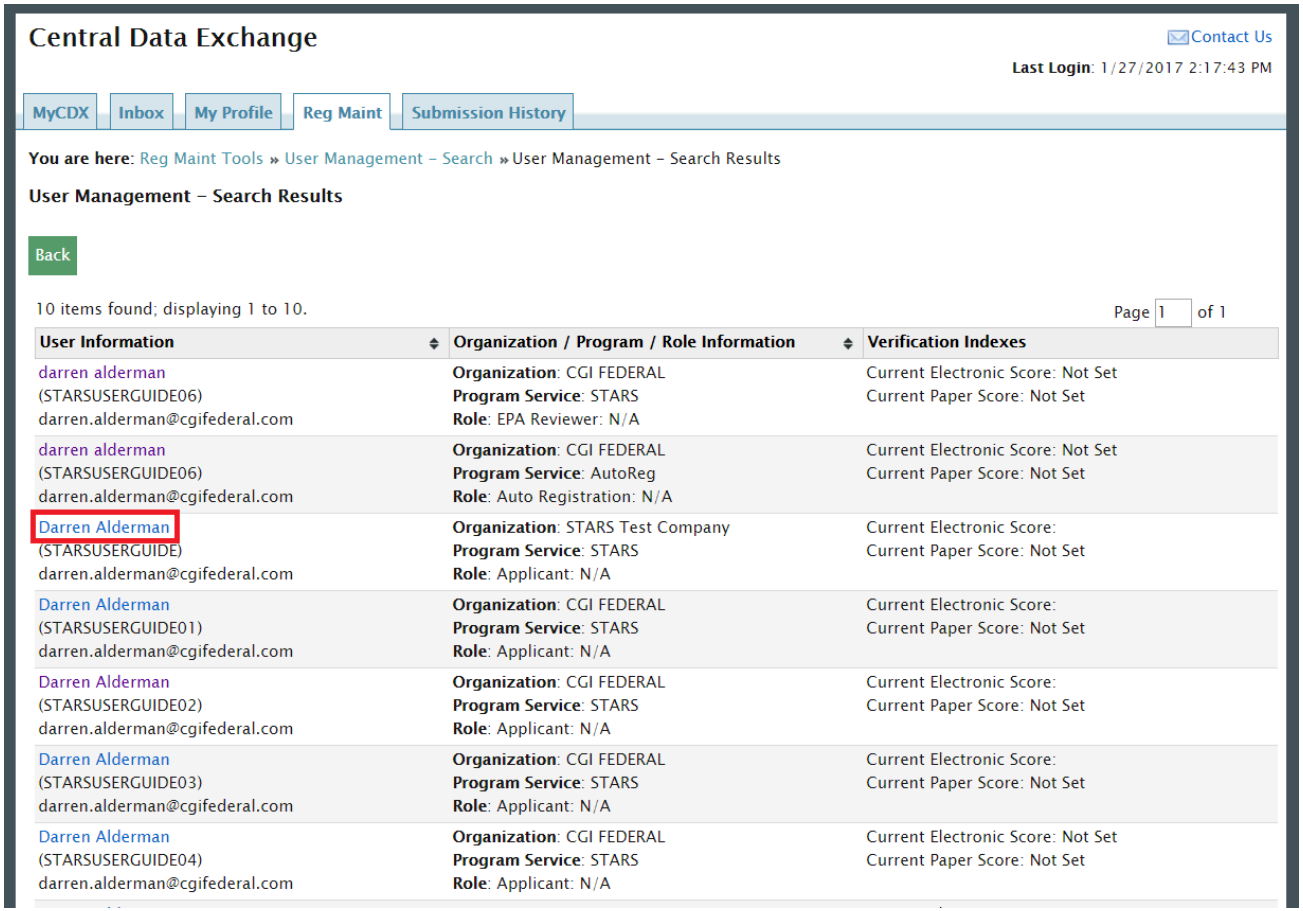
You will be brought to the Search page where you can search for users by various criteria. You can search for users across all Program Services, regardless of the Program Service you have access to.



RMAM

Page: User Management – Search Results

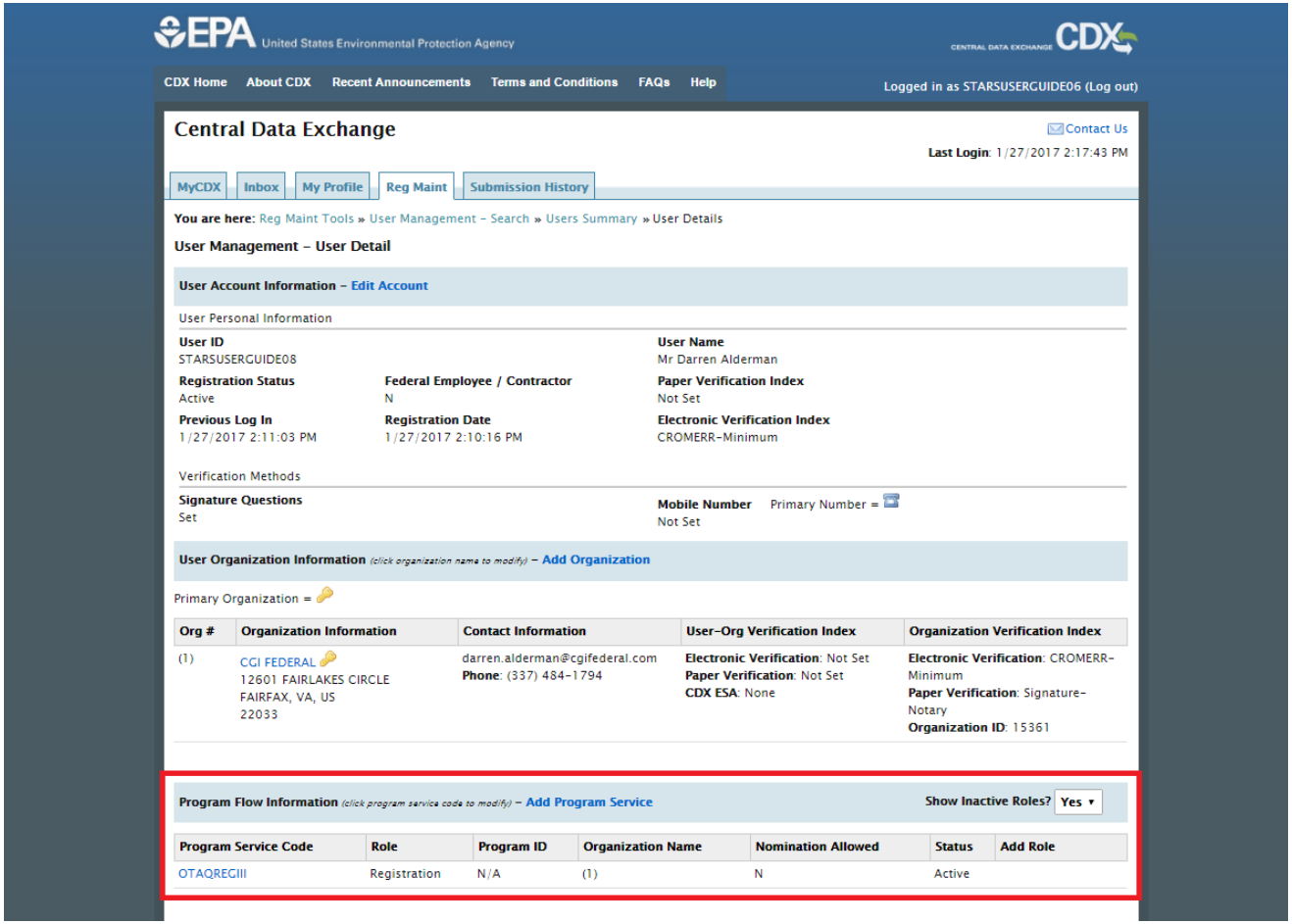
Search results are displayed in a table. If multiple pages of results are returned, you can navigate through the pages. Clicking on a user's name will open their **User Details**.



RMAM

Page: User Management – User Details

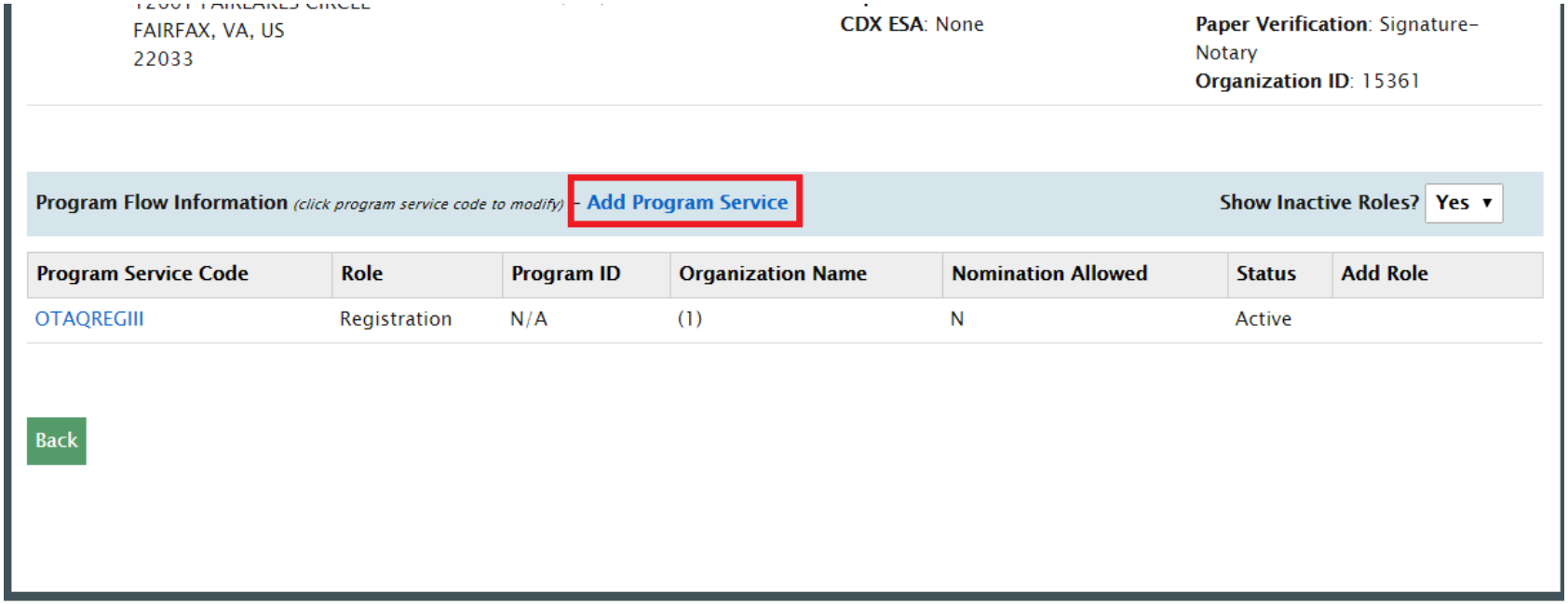
From the **User Details** page, you can edit a user's Account, Organization, and Program Flow Information. You can give a user the EPA Reviewer role in the **Program Flow Information** section.



RMAM

Page: User Management – User Details – Program Service

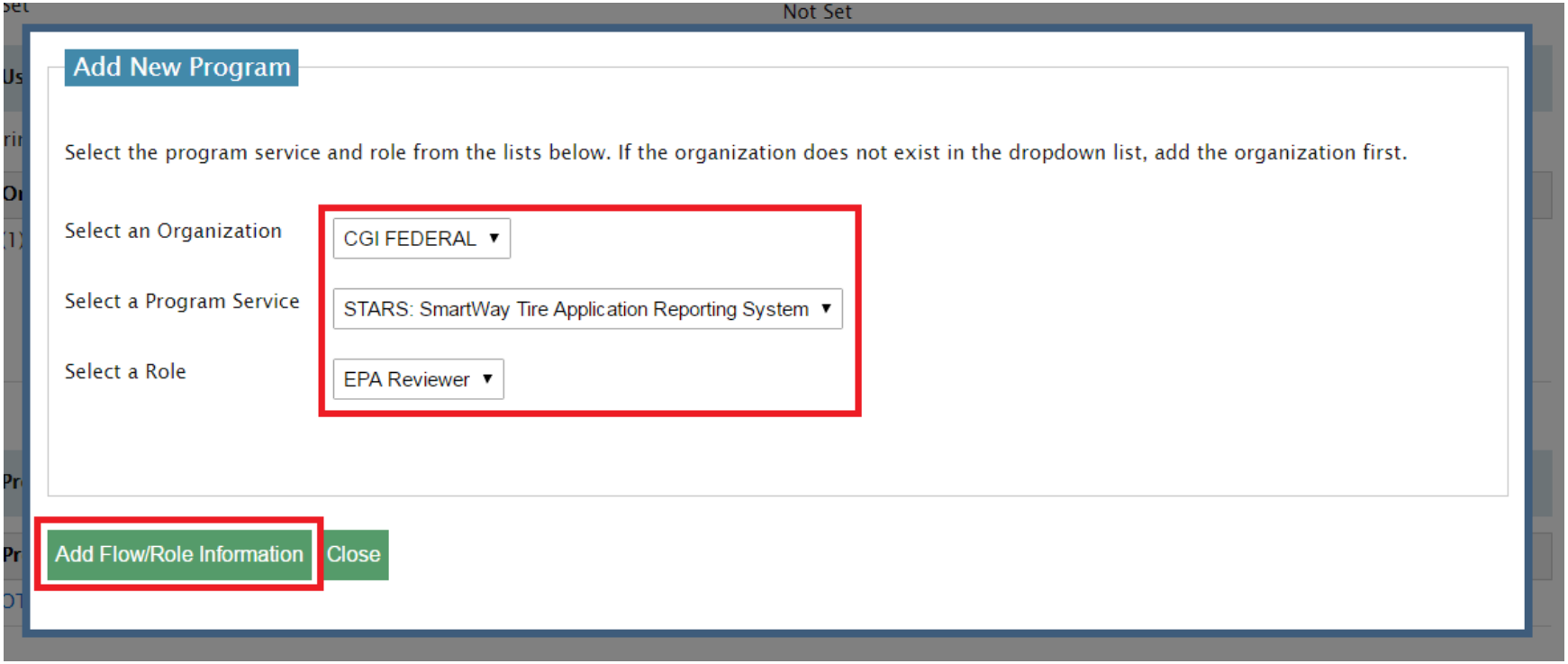
If **STARS** is not listed in the **Program Service** table, you will need to select **Add Program Service** to give the user the EPA Reviewer role.



RMAM

Page: User Management – User Details – Add New Program

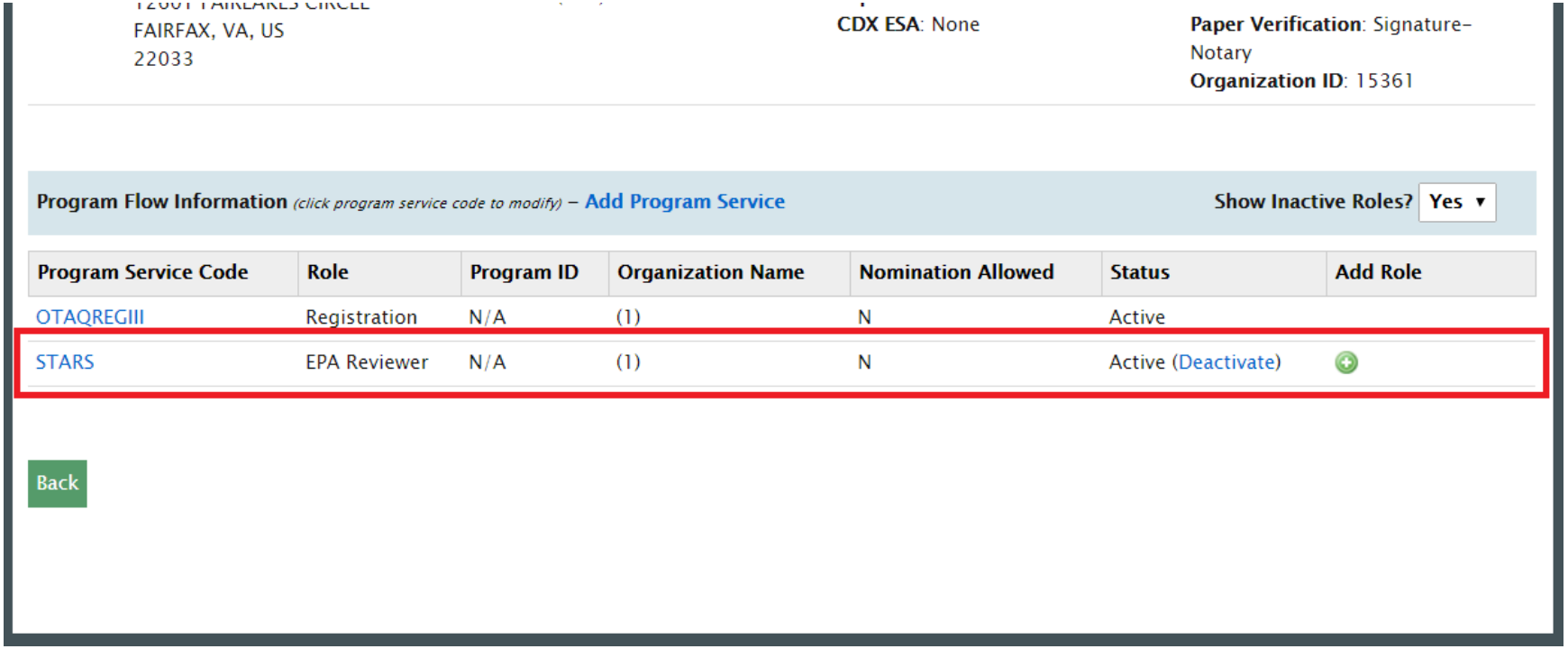
Select the user's organization. Then, select **STARS** as the Program Service and **EPA Reviewer**, **Center Director**, or **Division Director** as the Role. Finally, select **Add Flow/Role Information** and the **Approve** the new role.



RMAM

Page: User Management – User Details – Program Service

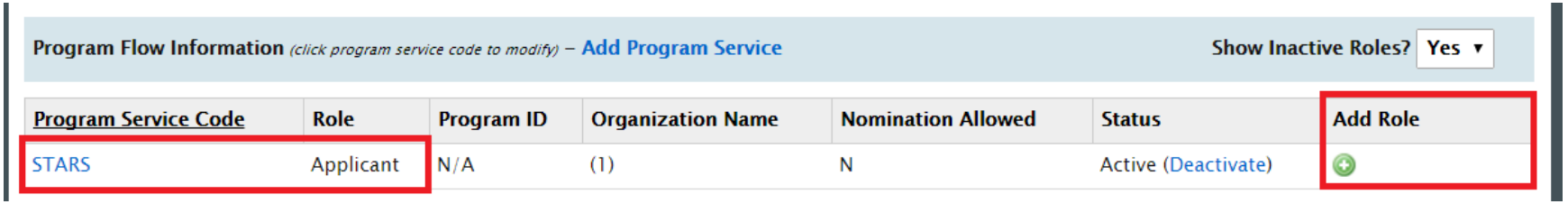
The user now has access to the EPA Reviewer role.



RMAM

Page: User Management – User Details – Additional Notes

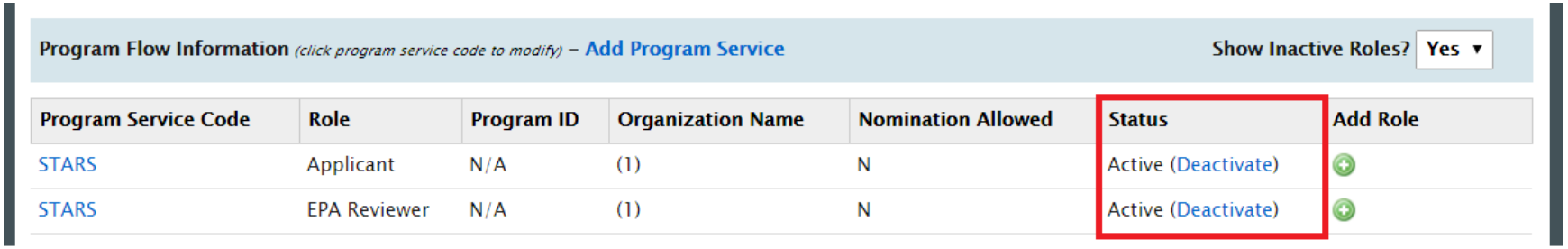
If the user already has access to the STARS Program Service through another role, you can give the user access to the EPA Reviewer, Center Director, or Division Director roles by selecting the **Add Role** icon.



Program Flow Information *(click program service code to modify)* – **Add Program Service** — **Show Inactive Roles?** Yes

Program Service Code	Role	Program ID	Organization Name	Nomination Allowed	Status	Add Role
STARS	Applicant	N/A	(1)	N	Active (Deactivate)	

Additionally, you can **Activate** or **Deactivate** a user's access to STARS by changing the Status.



Program Flow Information *(click program service code to modify)* – **Add Program Service** — **Show Inactive Roles?** Yes

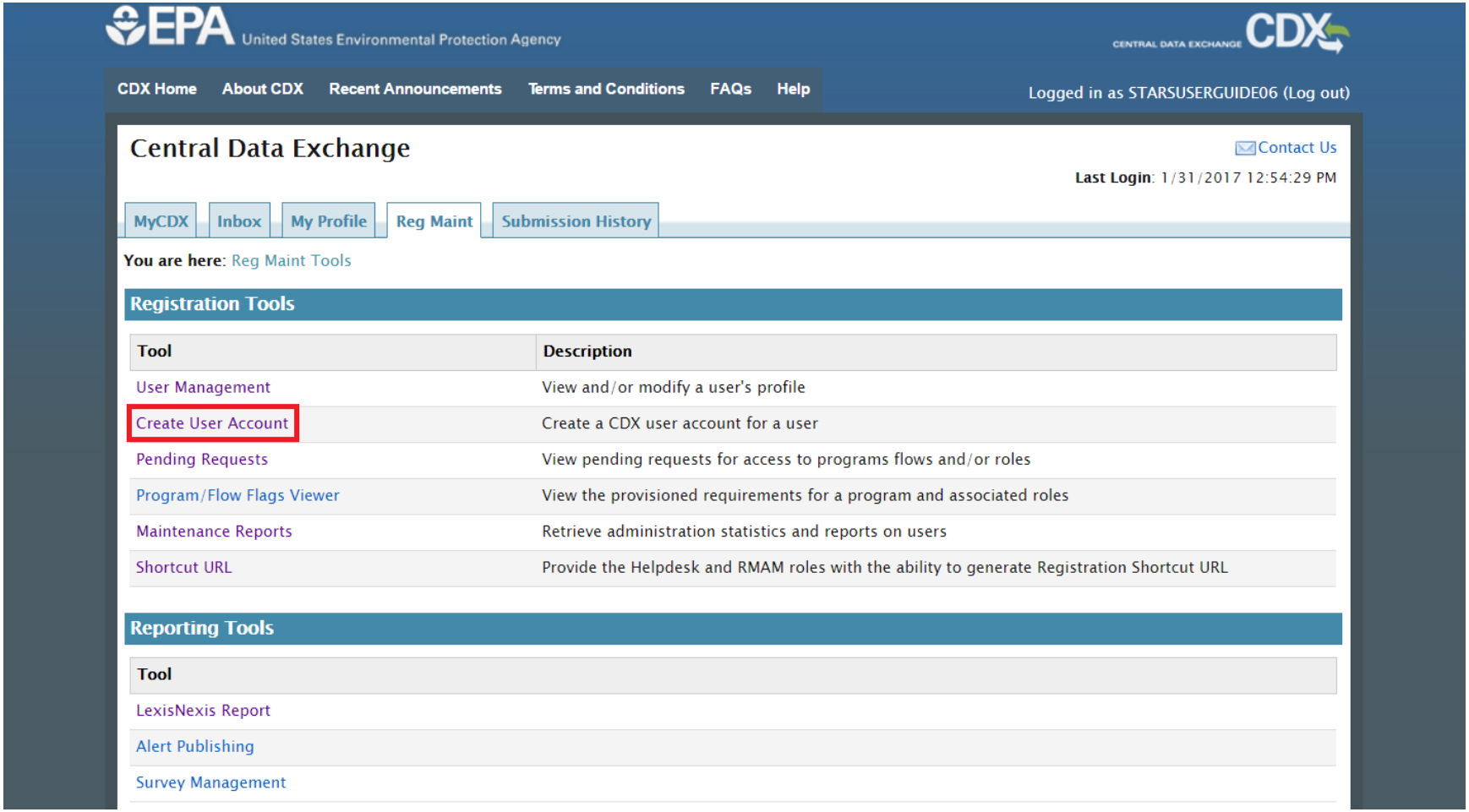
Program Service Code	Role	Program ID	Organization Name	Nomination Allowed	Status	Add Role
STARS	Applicant	N/A	(1)	N	Active (Deactivate)	
STARS	EPA Reviewer	N/A	(1)	N	Active (Deactivate)	

Create a CDX account with an EPA reviewer role for a new user

RMAM

Page: Reg Maint with Create User Account Link

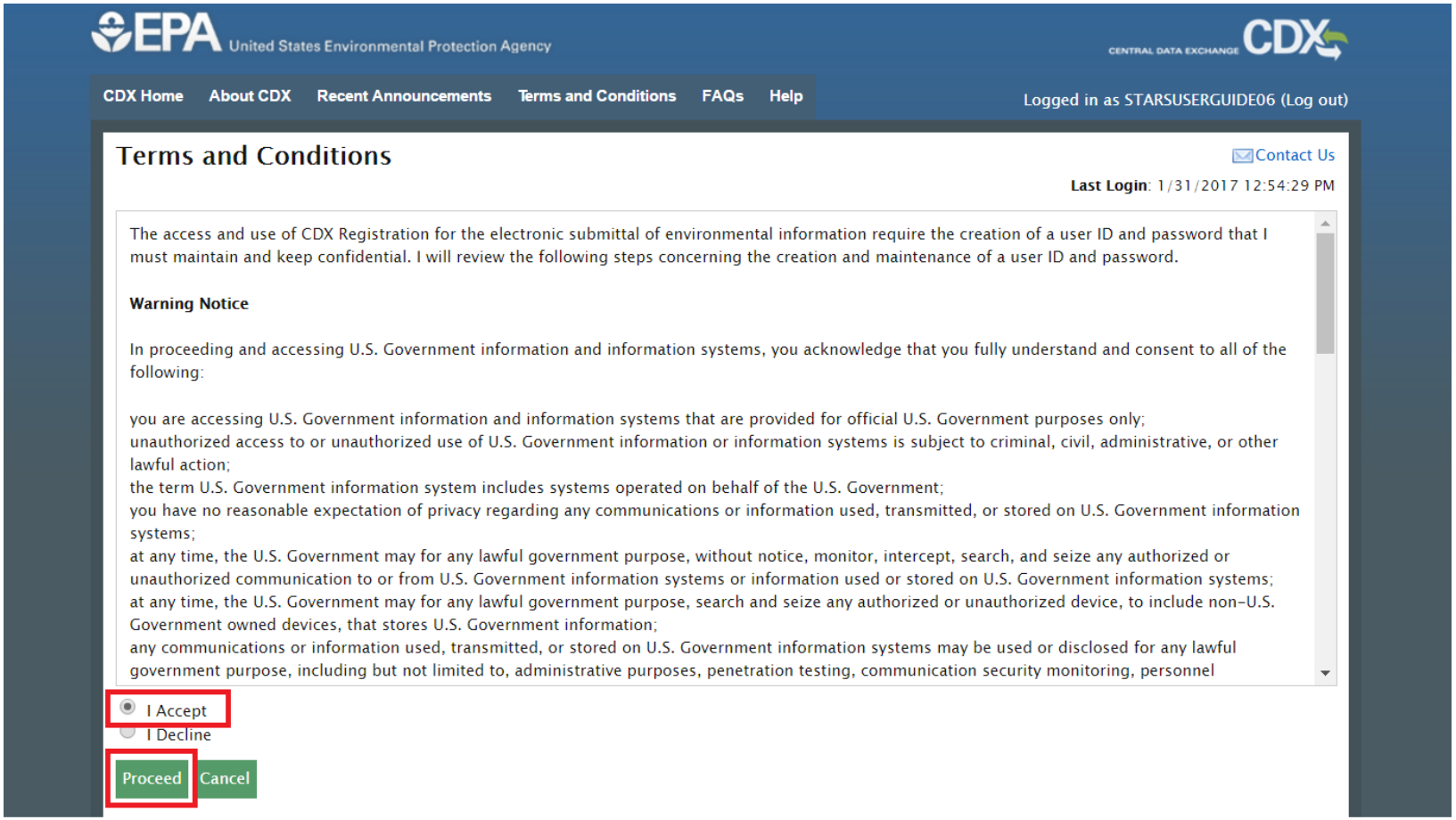
To create an account for a user, from the **Reg Maint** tab, select **Create User Account**.



RMAM

Page: Terms and Conditions

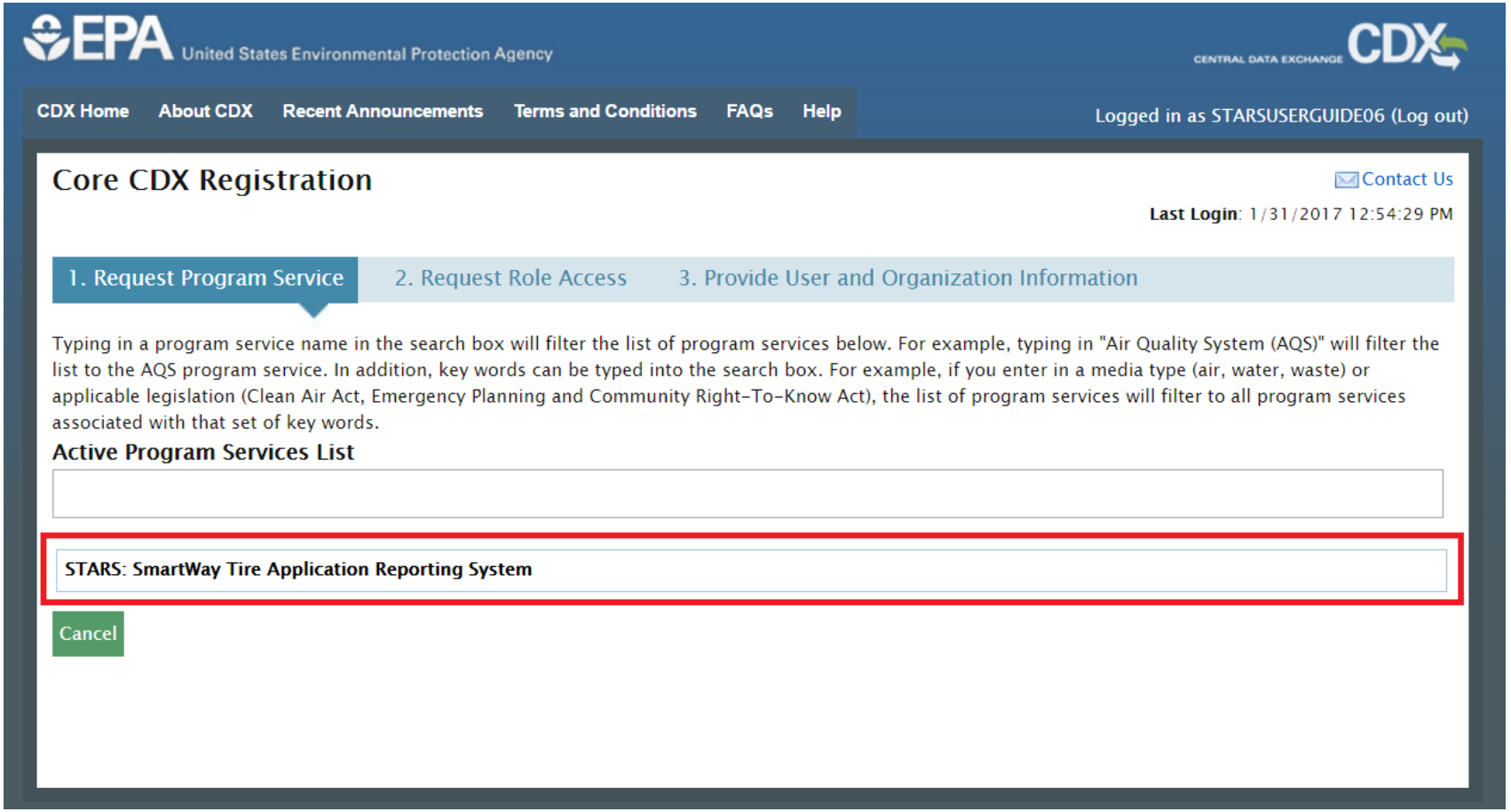
As the RMAM, you will be required to accept the Terms and Conditions on behalf of the user you are creating the account for.



RMAM

Page: Request Program Service

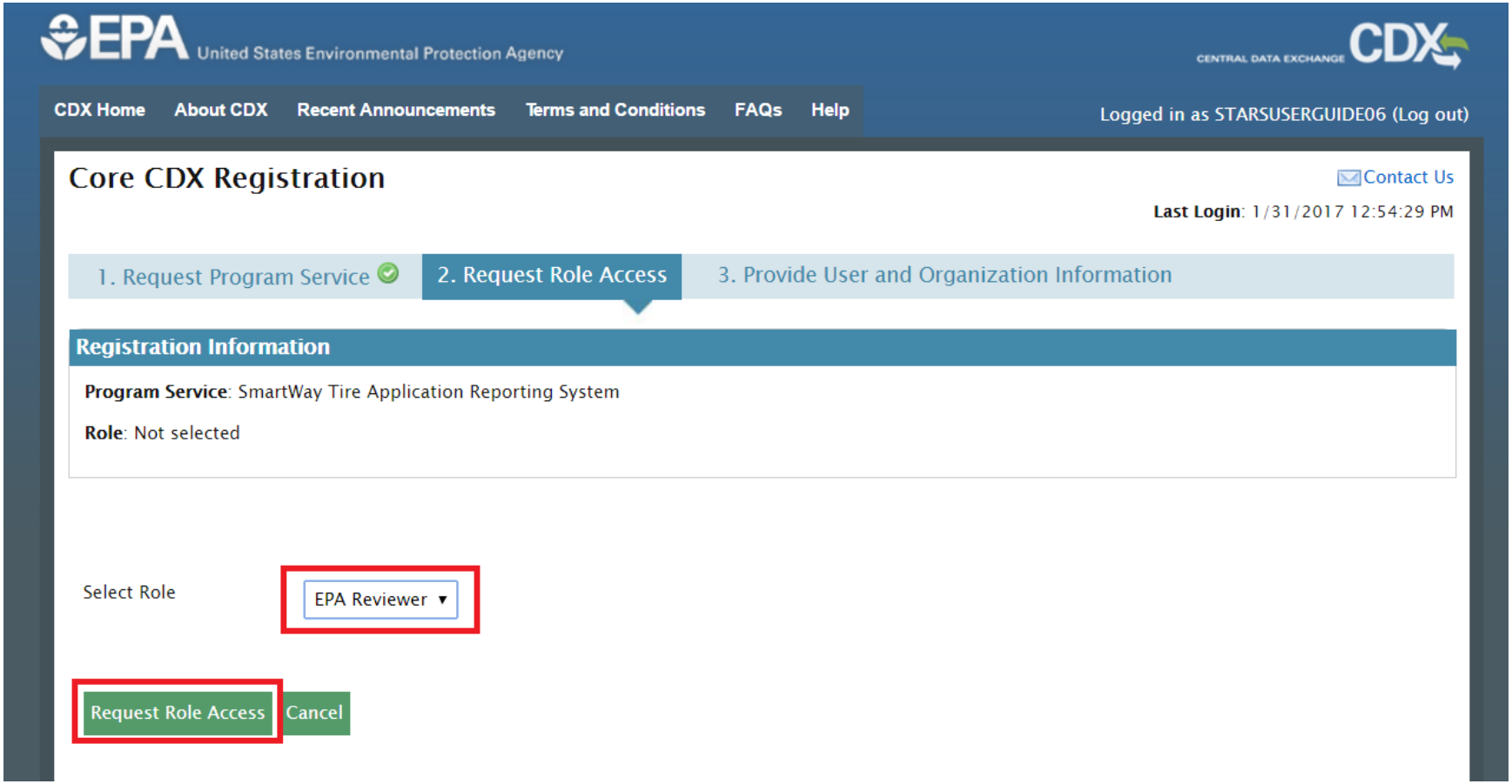
Select **STARS** – the Program Service for which you are registering the user. Your selection will be limited to the Programs you have RMAM privileges for.



RMAM

Page: Request Role Service

Select **EPA Reviewer**, **Center Director**, **or Division Director** – the role for which you are registering the new user.

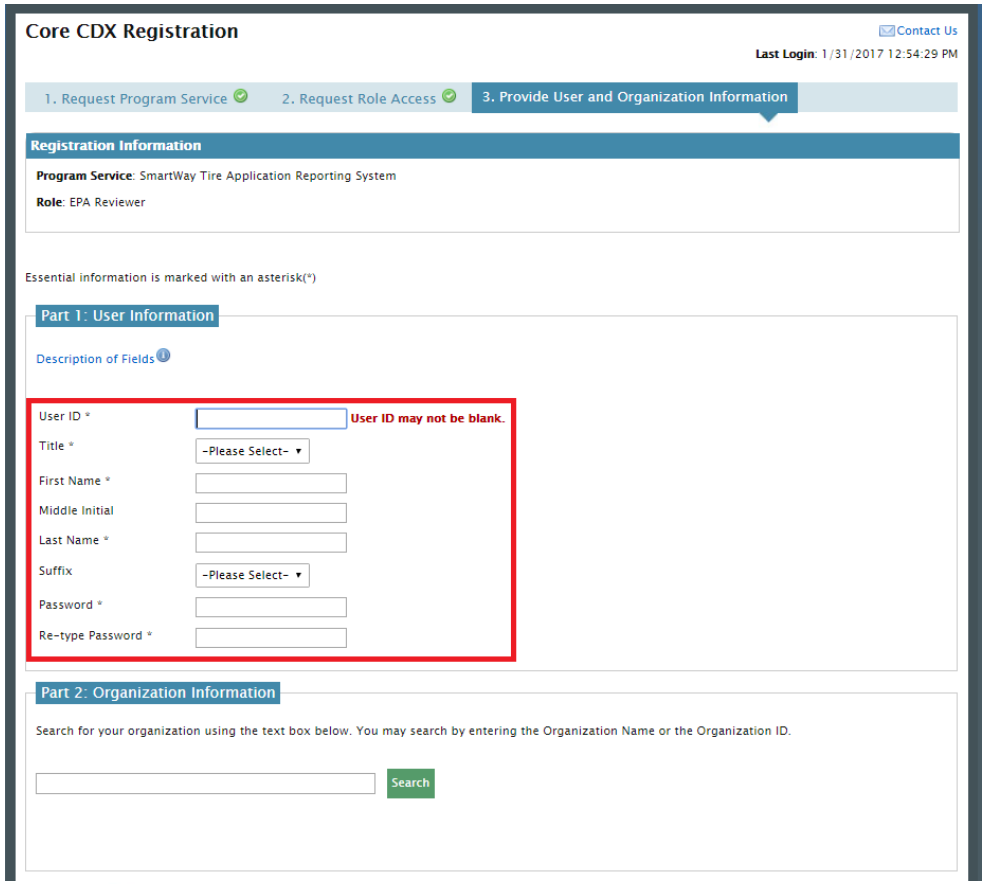


RMAM

Page: Provide User and Organization Information

Provide the new user's information, including the selection of a username and password. The user will update this password once they log in to their new account.

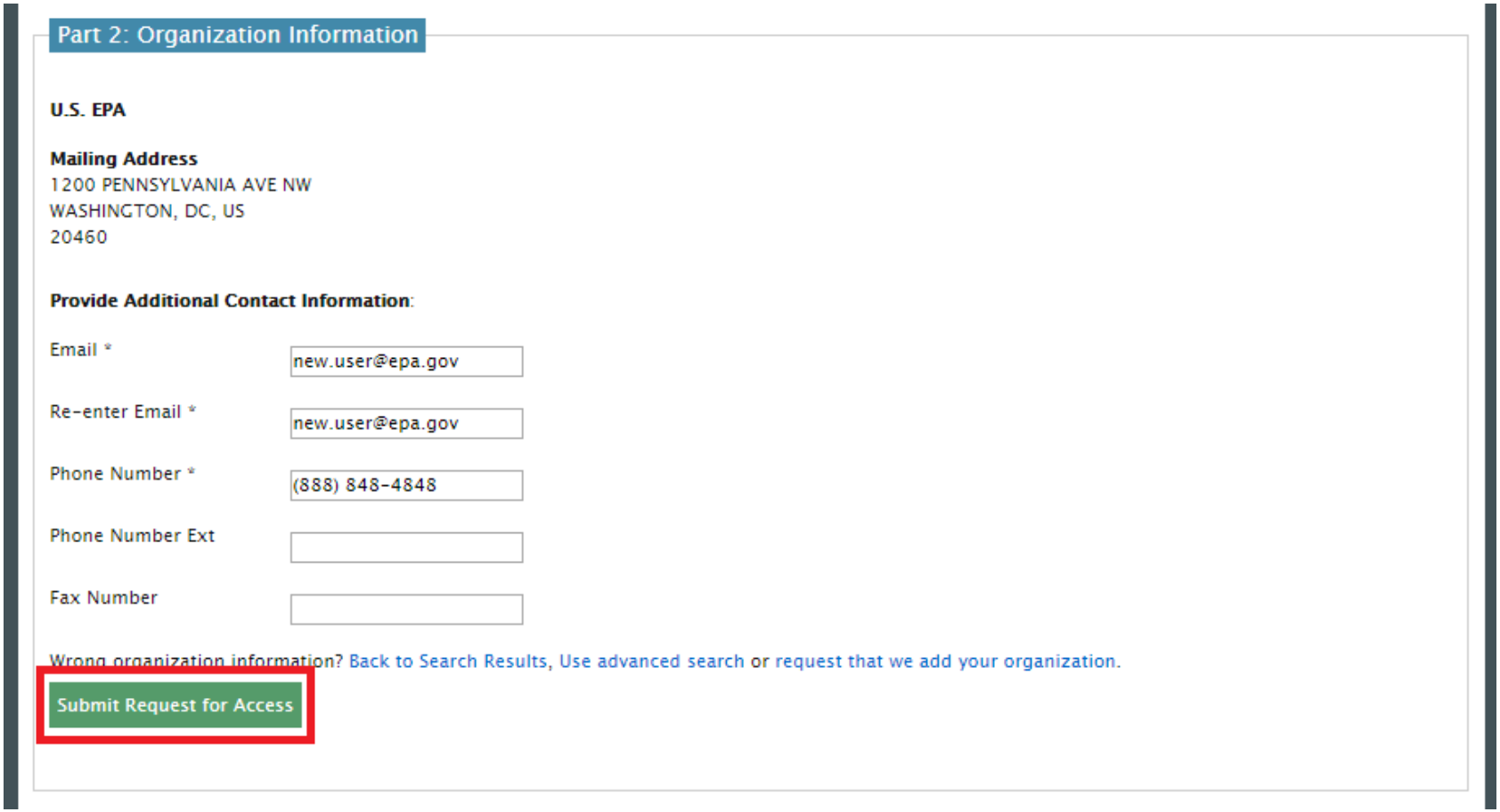
Note: You will need to provide the user with the temporary password you enter.



RMAM

Page: Provide User and Organization Information

Provide the user's Organization information on behalf of the user, including an email and phone number. Once the information is filled out, you can submit the request for the new account.

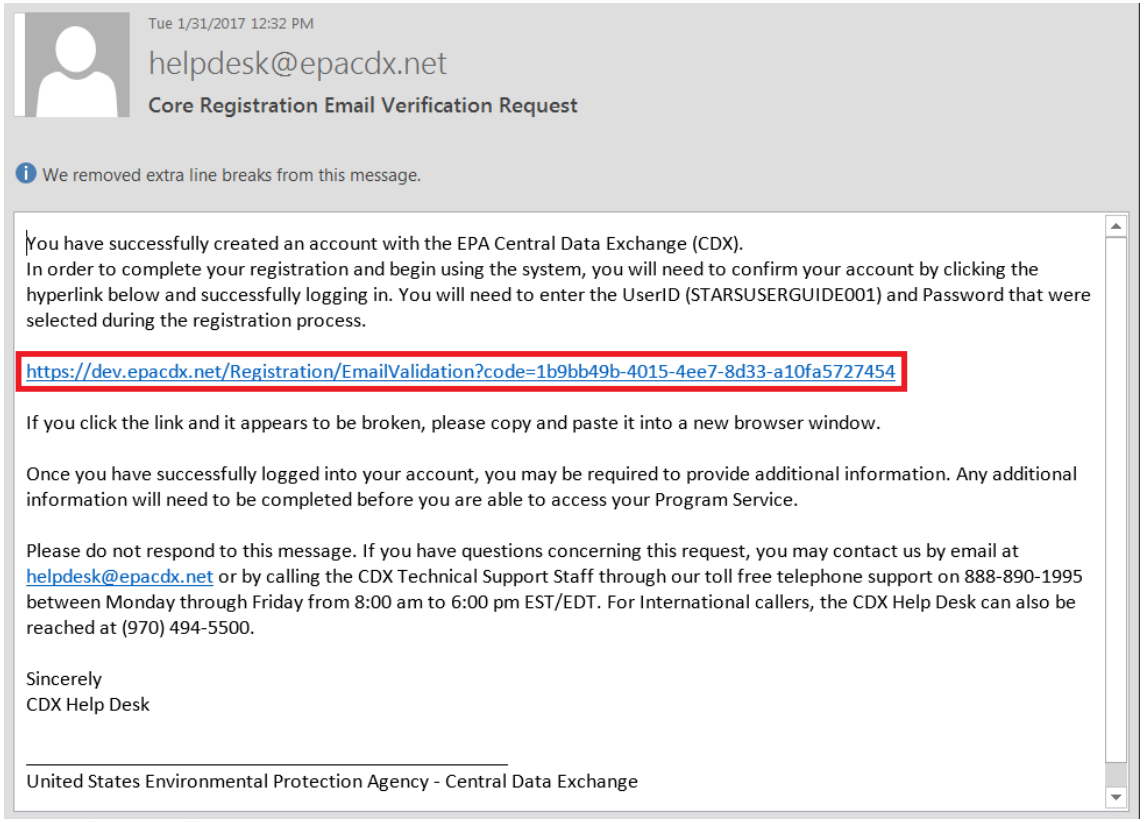


RMAM

Page: New CDX User Email

Once you submit the New User request, an email will be sent to the email you provided for the user. The new user will need to follow the link and log into CDX using the username and password you specified for the new user account.

Note: You will need to approve the request in order for the new user to have access to a EPA reviewer role.



Tue 1/31/2017 12:32 PM

helpdesk@epacdx.net

Core Registration Email Verification Request

We removed extra line breaks from this message.

You have successfully created an account with the EPA Central Data Exchange (CDX).
In order to complete your registration and begin using the system, you will need to confirm your account by clicking the hyperlink below and successfully logging in. You will need to enter the UserID (STARSUSERGUIDE001) and Password that were selected during the registration process.

https://dev.epacdx.net/Registration/EmailValidation?code=1b9bb49b-4015-4ee7-8d33-a10fa5727454

If you click the link and it appears to be broken, please copy and paste it into a new browser window.

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service.

Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

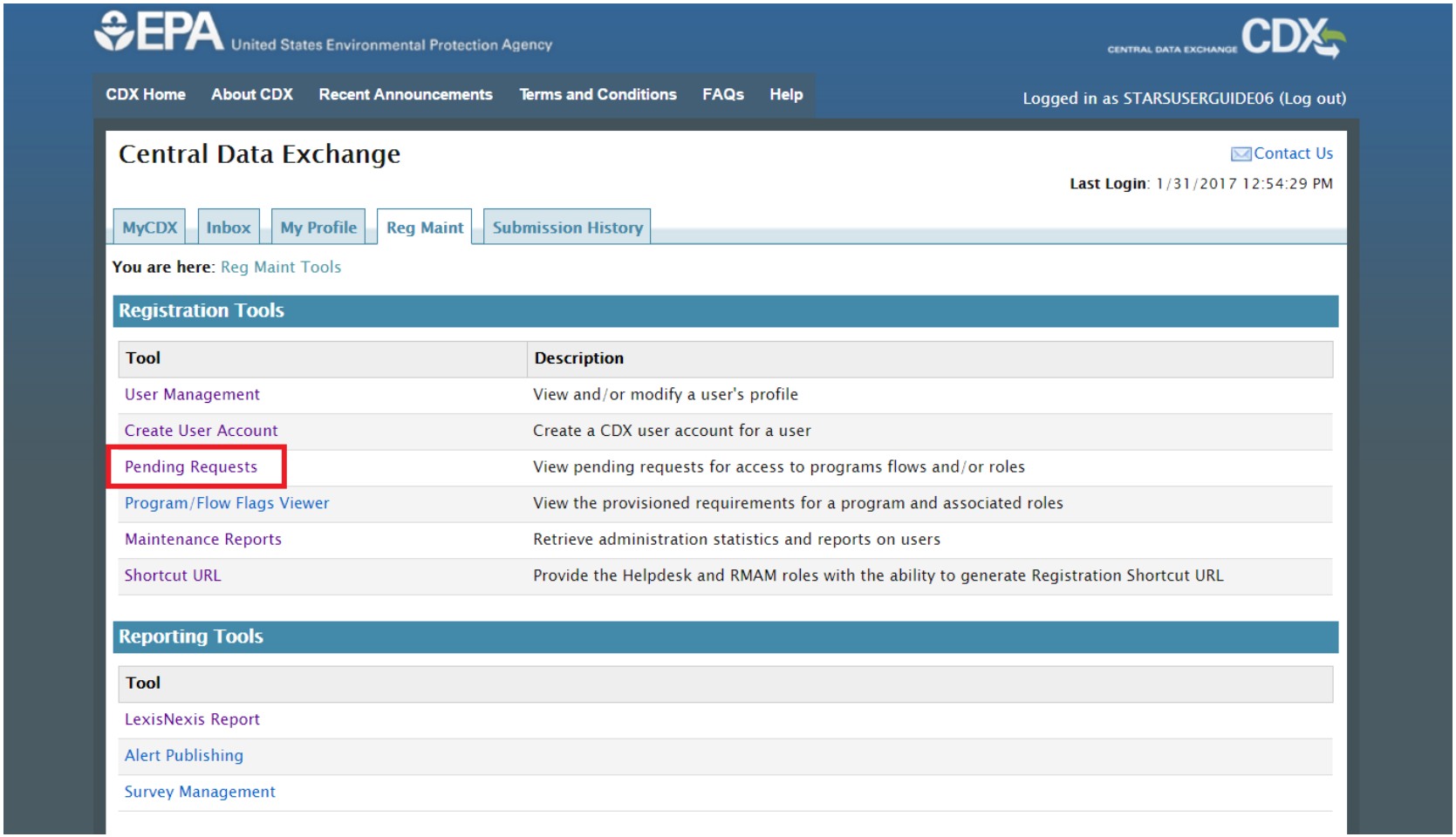
Sincerely
CDX Help Desk

United States Environmental Protection Agency - Central Data Exchange

RMAM

Page: Reg Maint with Pending Request Link

To approve any pending requests, from the **Reg Maint** tab, select **Pending Requests**.

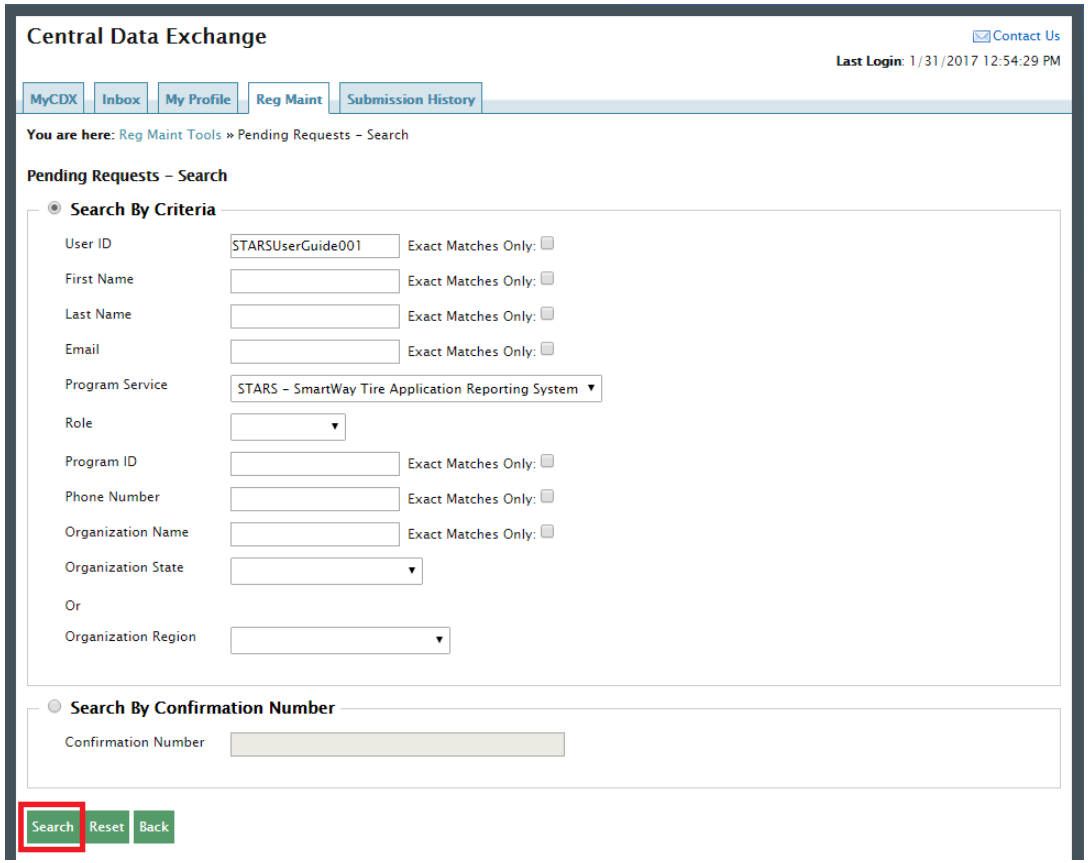


RMAM

Page: Pending Request - Search

You will be brought to the Search page where you can search for users by various criteria. You will only be able to search across Program Services you have access to.

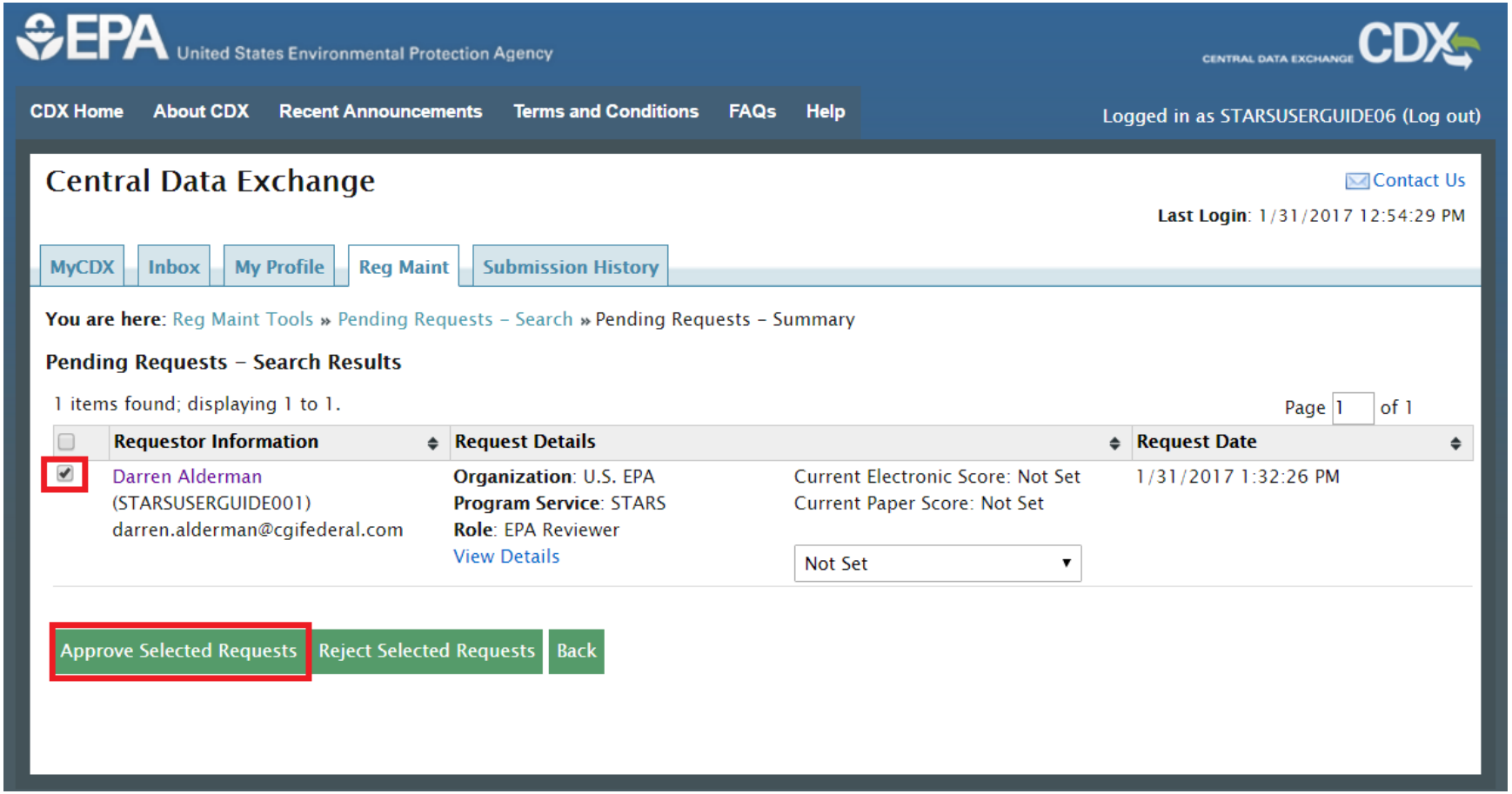
Search for the User ID you just created to activate the account.



RMAM

Page: Pending Request - Search Results

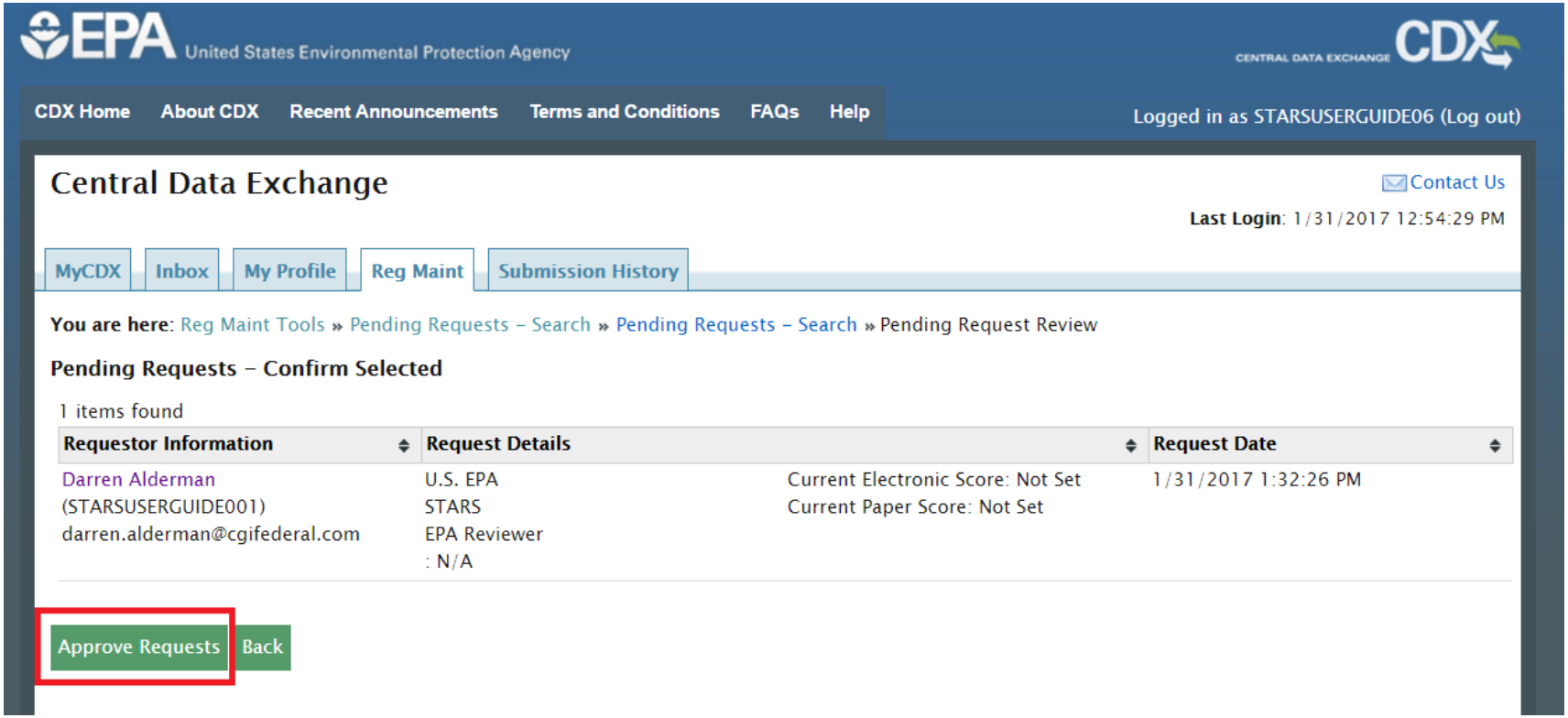
Results from your search are displayed in the table. Select the checkboxes associated with the requests you wish to approve. Select **Approve Selected Requests**.



RMAM

Page: Approve Pending Requests

Review the requests you selected and select **Approve Requests**. The new user you created will now have access to STARS.

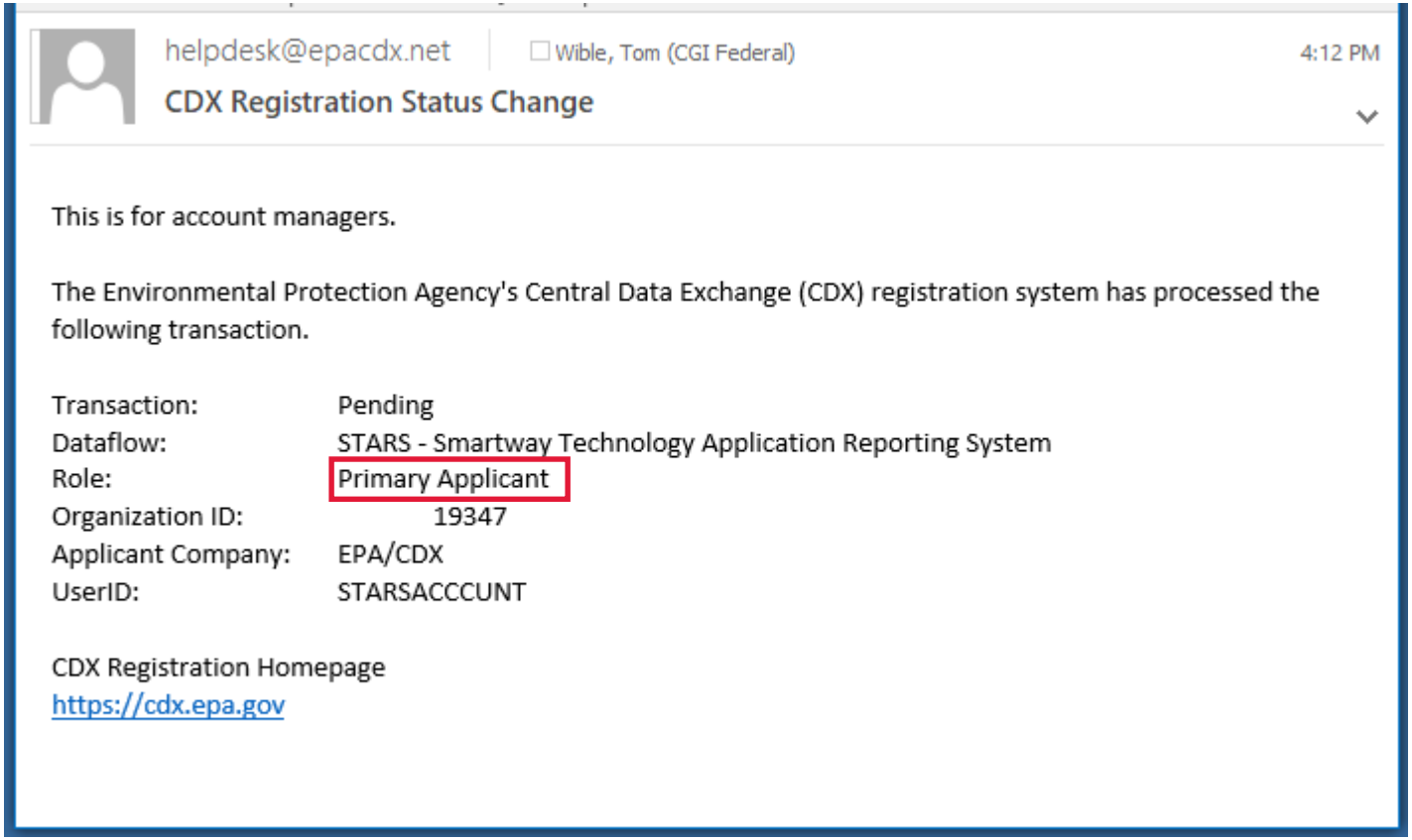


Approve a Primary Applicant's request to access STARS

RMAM

Page: Applicant Role Request Notification

When a new Primary Applicant requests access to the STARS application, you will receive a notification email similar to the one below. You will need to approve this user's request before they can submit applications in the STARS application.



helpdesk@epacdx.net | Wible, Tom (CGI Federal) 4:12 PM

CDX Registration Status Change

This is for account managers.

The Environmental Protection Agency's Central Data Exchange (CDX) registration system has processed the following transaction.

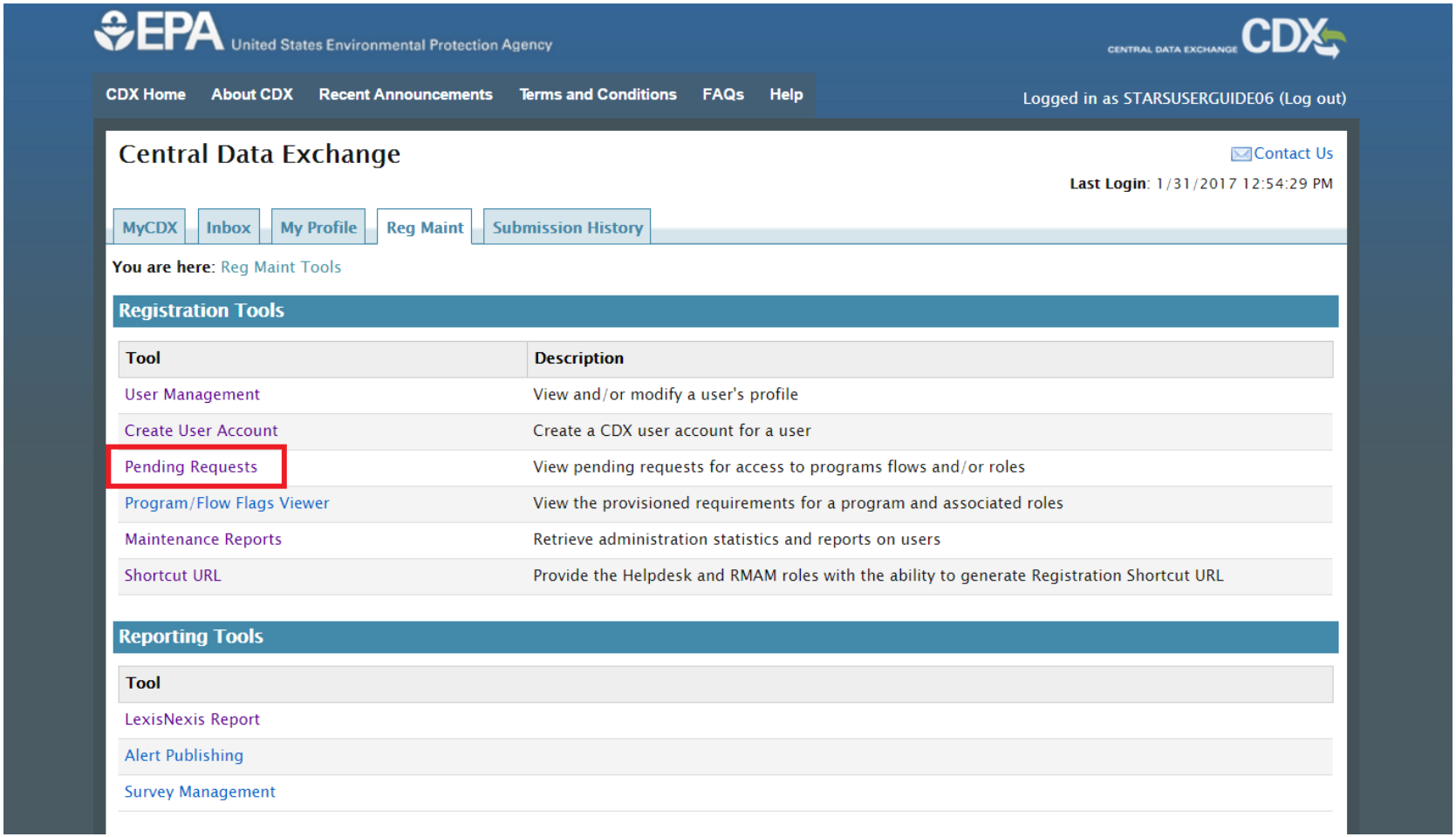
Transaction:	Pending
Dataflow:	STARS - Smartway Technology Application Reporting System
Role:	Primary Applicant
Organization ID:	19347
Applicant Company:	EPA/CDX
UserID:	STARSACCCUNT

CDX Registration Homepage
https://cdx.epa.gov

RMAM

Page: Reg Maint with Pending Request Link

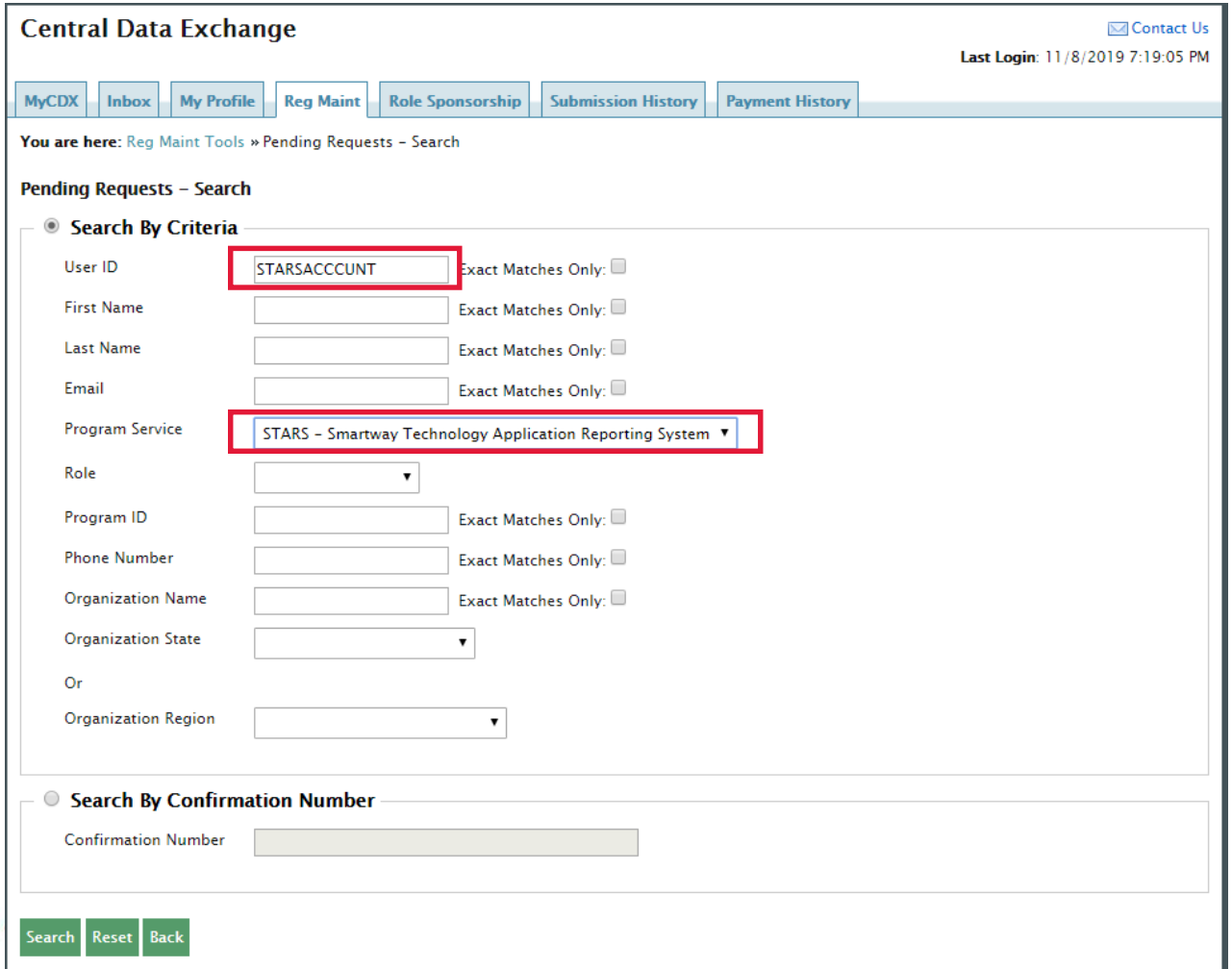
To approve any pending requests, from the **Reg Maint** tab, select **Pending Requests**.



RMAM

Page: Pending Request - Search

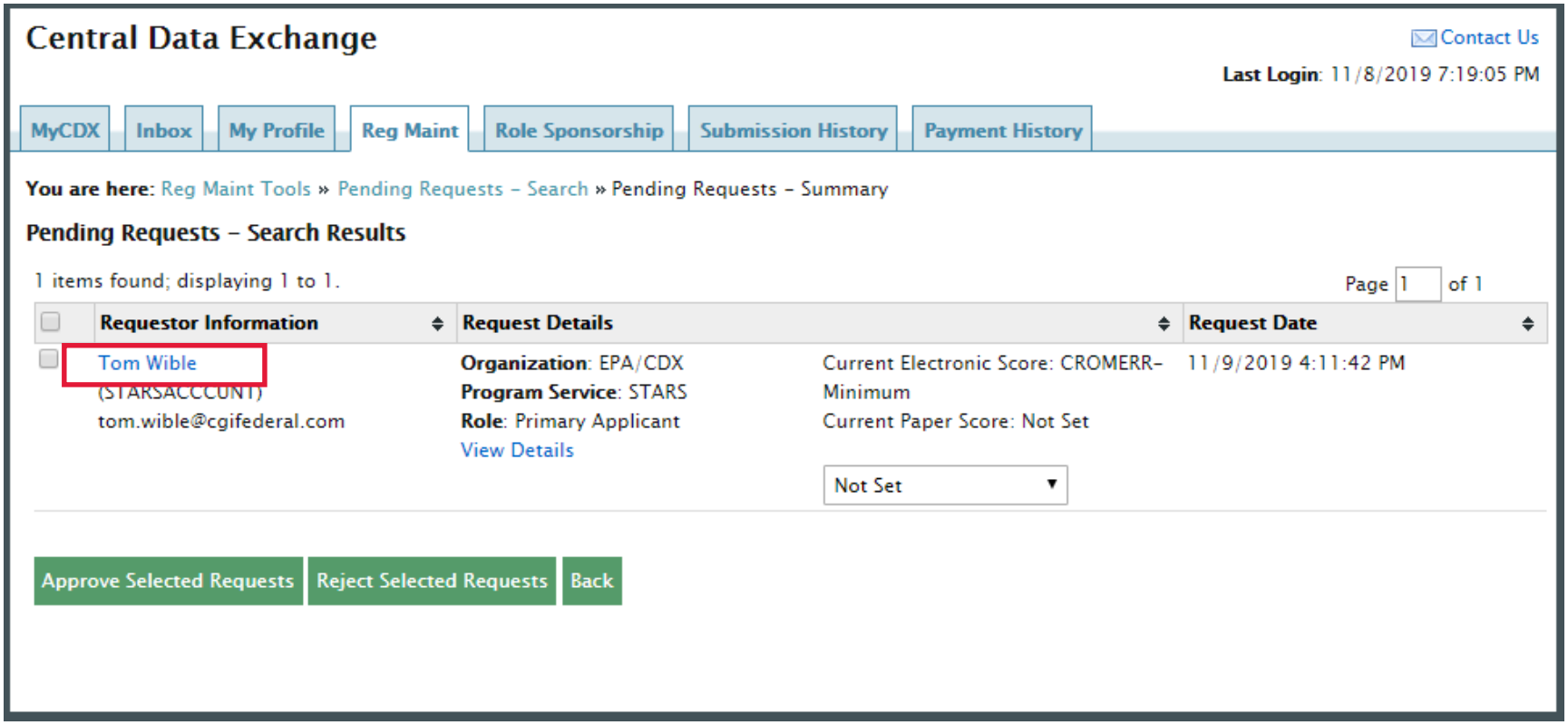
You will be brought to the Search page where you can search the pending requests by searching for the User ID in the notification email. Alternatively, you could search for the STARS Program Service to see all Pending Requests for the STARS program.



RMAM

Page: Pending Request - Search Results

Locate and select the hyperlinked name above the CDX User ID that was listed in the pending request notification.

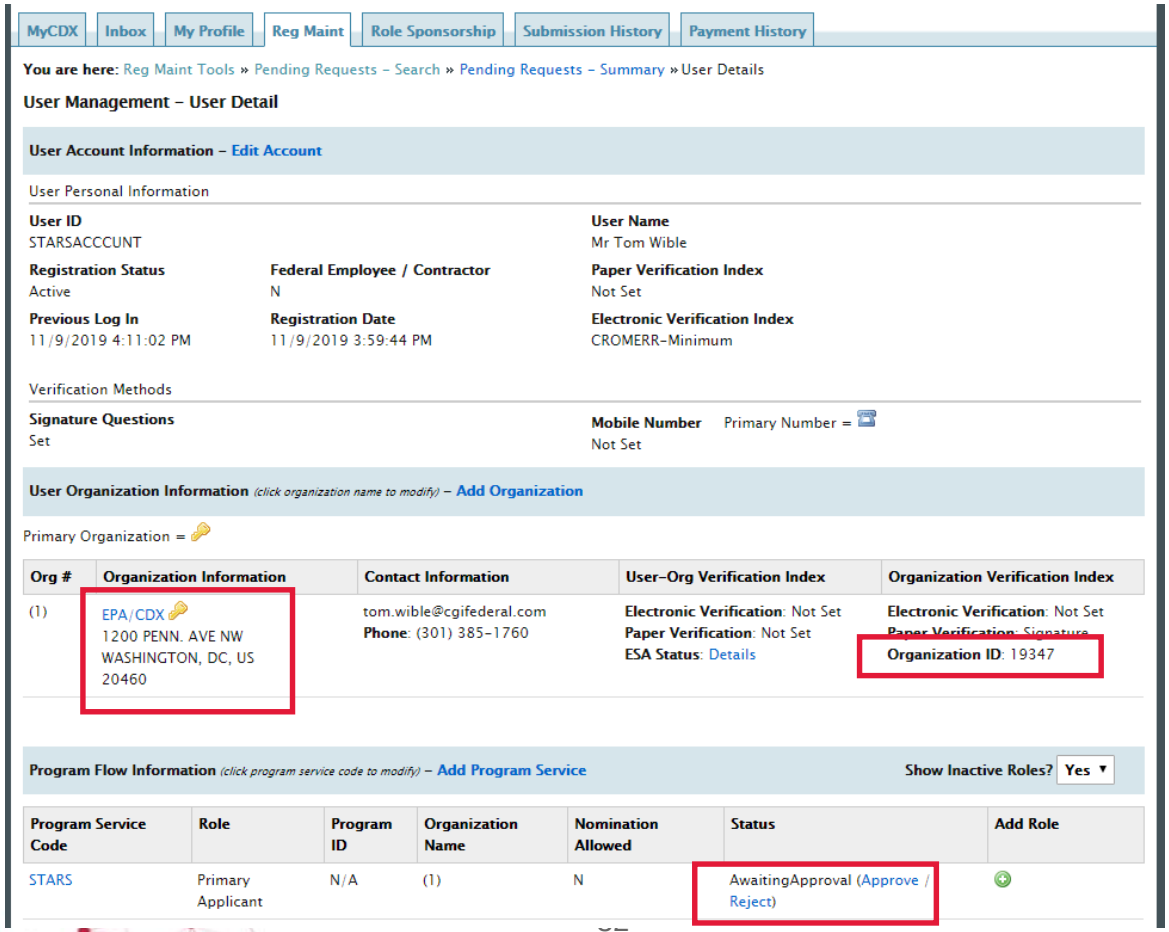


RMAM

Page: Approve Role Access on User Details

Note: User's with the same Organization ID can see each other's applications. If multiple user's would like to submit applications for the same organization, they will all need to be registered under the same Organization ID to see and share applications.

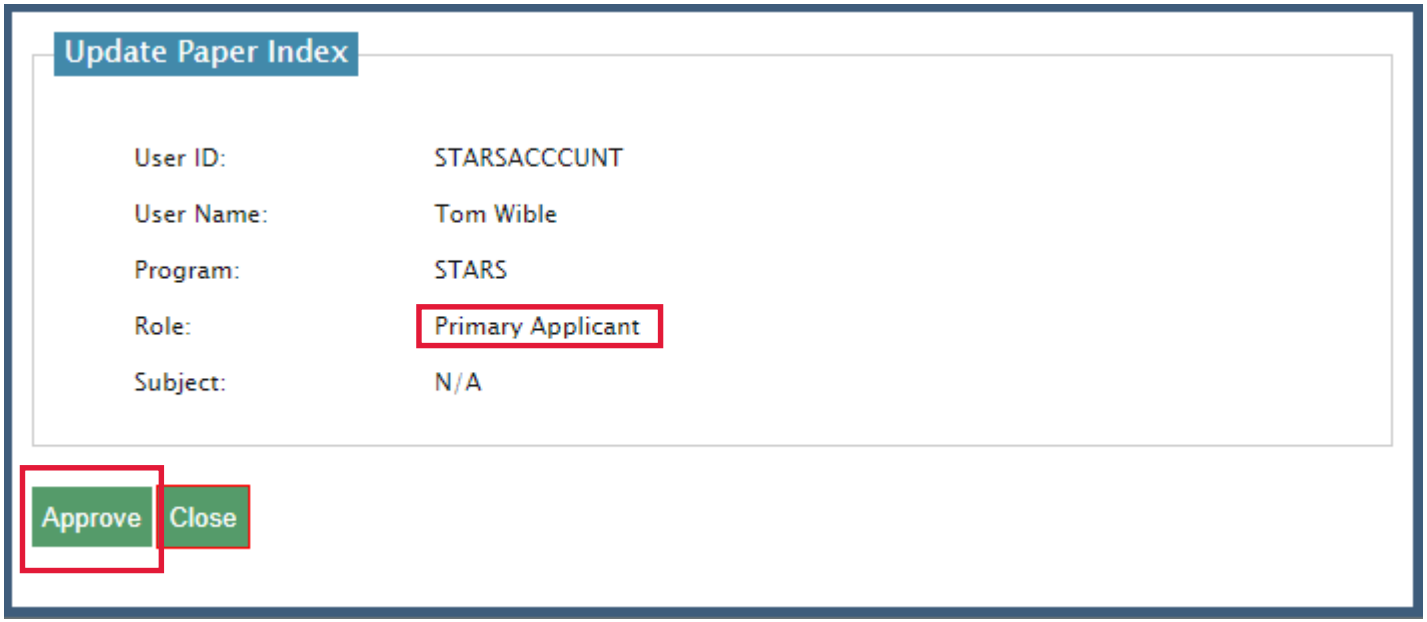
Once you have verified the user's organization, select 'Approve' to activate the user's account.



RMAM

Page: Verification of Approval

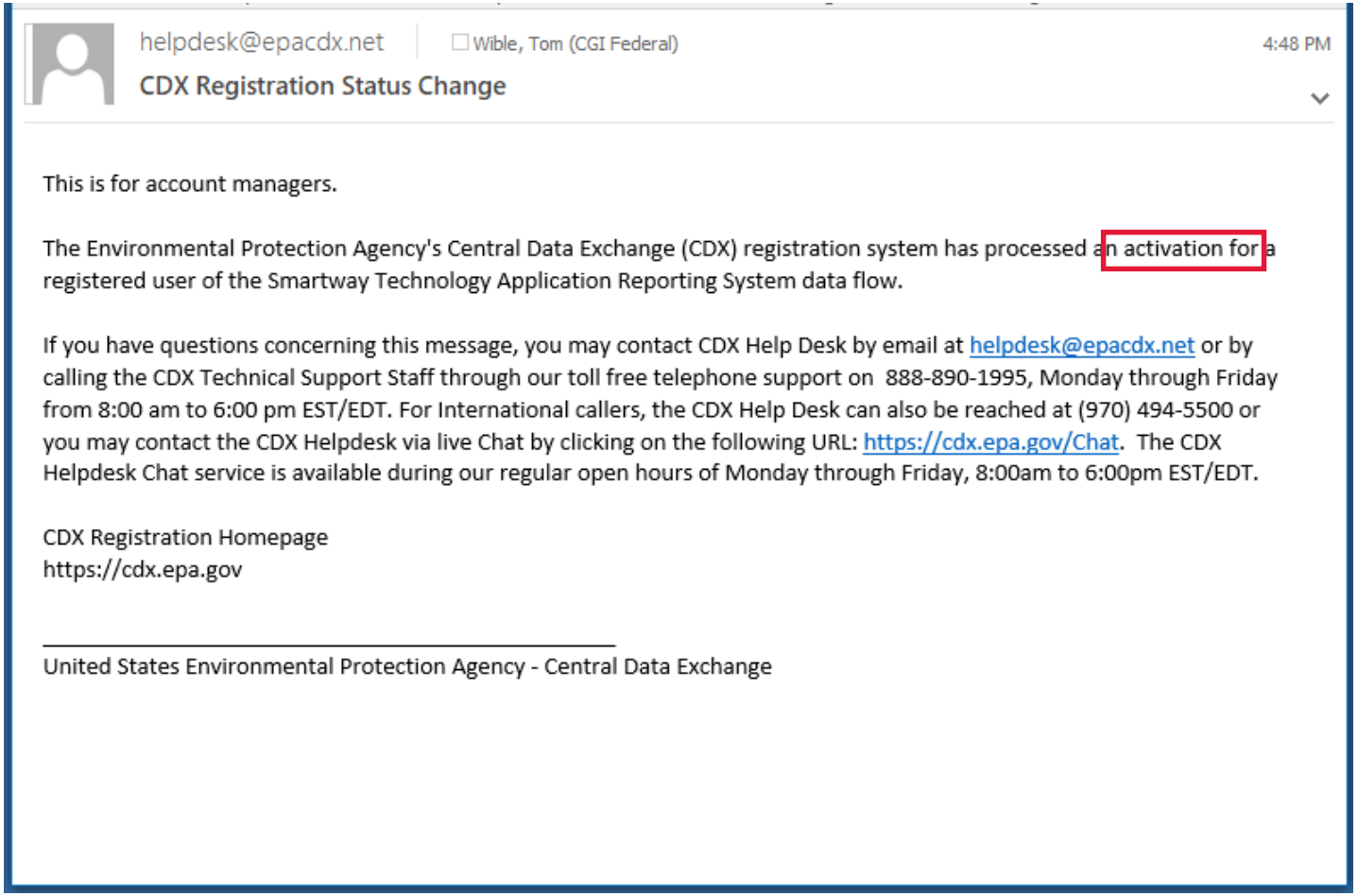
You will be asked to confirm you would like to approve the request, select ‘Approve.’



RMAM

Page: Activation Notification

You will receive a confirmation notification similar to the one below indicating the user's account has been activated. The Applicant will also receive a system-generated notification.



helpdesk@epacdx.net | Wible, Tom (CGI Federal) 4:48 PM

CDX Registration Status Change

This is for account managers.

The Environmental Protection Agency's Central Data Exchange (CDX) registration system has processed an activation for a registered user of the Smartway Technology Application Reporting System data flow.

If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995, Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500 or you may contact the CDX Helpdesk via live Chat by clicking on the following URL: https://cdx.epa.gov/Chat. The CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT.

CDX Registration Homepage
https://cdx.epa.gov

United States Environmental Protection Agency - Central Data Exchange

Request that an existing CDX user receives RMAM privileges

Request RMAM Privileges

If you would like to grant another CDX user RMAM privileges or you have any other questions please contact:

- Sam Stone – CGI
  - samuel.stone@cgifederal.com
  - 703-227-6424

- Pat Souza
  - patrick.souza@cgifederal.com
  - 703-227-6002